

## **CHECKLIST FOR BRIEFS**

The new rules provide a preference that all briefs be prepared by computer software. Such briefs should meet the following criteria:

1. Paper of size 8 ½ x 11. Rule 84.06(a)(1). \_\_\_\_\_
2. Paper weighs not less than 9 lbs to ream. Rule 84.06(a)(2). \_\_\_\_\_
3. Typed on one side of paper. Rule 84.06(a)(3). \_\_\_\_\_
4. Left, right, top & bottom margins at least one inch.  
Rule 84.06(a)(4). \_\_\_\_\_
5. Page numbers in bottom margin, but no other text in margins.  
Rule 84.06(a)(4). \_\_\_\_\_
6. All pages consecutively numbered after cover page.  
Rule 84.06(a)(5). \_\_\_\_\_
7. Font, including footnotes, should not be smaller than 13 point  
Times New Roman on Microsoft Word. This checklist is printed  
in 13 point Times New Roman. Rule 84.06(a)(6). \_\_\_\_\_
8. Microsoft Word format should be used if available. If Word  
is unavailable, then WordPerfect 5.x or higher. Rule 84.06(g). \_\_\_\_\_
9. Double-spaced, including footnotes, except for cover, certificate  
of service, certificate under Rule 84.06© & signature block.  
Rule 84.06(a)(7). \_\_\_\_\_
10. Securely bound on the left. Rule 84.06(a)(8). \_\_\_\_\_
11. Appellant's initial brief (and all briefs in a cross appeal except  
the reply brief) shall not exceed 15,500 words or 1,100 lines of text  
if the brief uses a monospaced face (approx. 50 pages).  
Local Rule 360(a)(1). \_\_\_\_\_
12. Respondent's brief shall not exceed 13,950 words or 990  
lines of text if the brief uses a monospaced face  
(approx. 45 pages). Local Rule 360(a)(1). \_\_\_\_\_
13. Reply brief shall not exceed 3,875 words or 275 lines of text if the  
brief uses a monospaced face (approx 15 pages).  
Local Rule 360(a)(1). \_\_\_\_\_

14. In calculating the number of words or lines, all material contained in the brief counts toward the word and line limitations, except the cover, certificate of service, certificate required by Rule 84.06(c), signature block, appendix, Table of Contents and Table of Authorities. Rule 84.06(b) & Local Rule 360(c). \_\_\_\_\_
15. Attach to the brief a certificate prepared by the lawyer or the person acting *pro se* that states:
- (1) The information required by Rule 55.03 (address, phone number, and bar number) \_\_\_\_\_
  - (2) The brief complies with the page limits of Rule 360 \_\_\_\_\_
  - (3) The number of words in the brief or the number of lines in monospaced type\* \_\_\_\_\_
- \*May rely upon the word or line count of the word processing system used to prepare the brief.  
Rule 84.06(c).
16. If exceeding the above page limits, must file a motion ten (10) days before the brief is due and granted by court for good cause shown. Local Rule 360(b). \_\_\_\_\_
17. Must file a floppy disk containing the brief. The disk must conform to the following requirements:
- (1) Double-sided, high density, IBM-PC compatible 1.44 MB, 3 ½ inch size \_\_\_\_\_
  - (2) Affix an adhesive label to each disk legibly identifying the caption of the case, the party or amicus filing the disk, the disk number (e.g., Disk 1 of 2), and the word processing format (e.g., Word) \_\_\_\_\_
  - (3) Certification by filing party that the disk has been scanned for viruses and that it is virus-free \_\_\_\_\_
- Rule 84.06(a) & Local Rule 361.
18. Must serve a written copy of the brief and a copy of the disk on the other party, unless the other party waives receiving a written copy. Rule 84.06(g). \_\_\_\_\_
19. Must include an appendix containing the following materials (unless they have already been filed in another appendix): \_\_\_\_\_
- (1) the judgment, order, or decision in question, including the relevant findings of fact and conclusions of law;
  - (2) the complete text of all statutes, ordinances, rules of court, or agency rules (but not case law); and

(3) the complete text of any instruction to which a point relied on relates.

Rule 84.04(h).

20. The appendix may only contain copies of the exhibits or excerpts from the record if they are properly filed and made part of the record on appeal. Local Rule 365.

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21. The appendix must be attached to the brief if it has less than 30 pages. If it contains 30 pages or more, then it must be separately bound. Rule 84.04(h).

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22. The appendix must have a separate table of contents and be numbered beginning with page A1. Rule 84.04(h).

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